


Report for Week Ending 26 March 1958
from


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1. Contributions (Intangible)

- 16 a. Completed evaluation of ES 58-303. Recommended headquarters-wide use of Add-A-Shelf units for storing unclassified materials.
- 16 b. Disseminated to ARO's information on the new manifold-carbon paper sets (letterex) and gummed-back perforated Thermofax paper for preparing labels. Two requests for additional sheets of the Thermofax paper have already been received.

2. Projects Active

- a. Revision of RMS Files - Completed reclassifying and refiling VM and Records Center material. Project is 70% complete.
- b. ARO Training Program - Followed up with ARO's on their plans for external training. Applications for the Summer evening course in records management given by American University have been received from ORR, the Office of the Comptroller and the Office of Logistics.
- c. U.S. Government Correspondence Manual Committee. Completed recommendations for revising Standard Form 64 (Office Memorandum) for presentation to the Committee this Friday.

3. Projects - Inactive

- a. Graphics Register Film Index.

4. News

Five members of the RMS and three Area Records Officers attended last week's IRAC meeting. "What Makes a Meeting Tick?"

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